

## **DRAFT Minutes: Stowe Electric Board of Commissioners' Meeting**

May 29, 2024, at 8:30 am at Town of Stowe Electric Department Conference Room with remote participation available via Zoom.

### **Present:**

BOARD MEMBERS: Larry Lackey, Chair; Sara Teachout, Vice-Chair (via Zoom) and Mark Gilkey, Commissioner (via Zoom)

STAFF: Jackie Pratt, General Manager, Brent Lilley, Director of Operations; Sarah Juzek, Director of Finance; Michael Lazorchak, Manager of Regulatory Compliance; Patricia Waugh, Business and Human Resources Manager and Amber Ives, Clerk of the Board

**Call to Order:** L. Lackey called the meeting to order at 8:30 am.

### **Agenda Approval:**

L. Lackey moved to modify the warned agenda to include approval of the April 24<sup>th</sup> special meeting and to discuss the date of the next Board of Commissioners Meeting under 'Other Business'. All were in favor and the modified agenda was approved.

### **Meeting Minutes Approval: April 17, 2024, and April 24, 2024**

On a motion made by M. Gilkey and seconded by S. Teachout, the minutes of both April 17<sup>th</sup> and April 24<sup>th</sup> were approved.

### **Fiscal Year 2025 Budget:**

The Board of Commissioners and staff reviewed the range of factors that influenced the year-end fiscal year 2024 forecast, as well as the proposed fiscal year 2025 budget. The Board of Commissioners and staff discussed restricting a portion of Stowe Electric Department's (SED) cash balance for use in funding Capital projects.

S. Teachout moved to restrict \$1 million in cash to be used for Capital Projects in alignment with the current five-year Capital Plan. M. Gilkey seconded the motion; all were in favor and the motion carried.

L. Lackey called for a motion to approve the fiscal year 2025 Operating Budget as presented by SED staff. M. Gilkey moved the motion and S. Teachout seconded the motion. There was no further discussion, and the motion was unanimously approved.

### **Summer Hours Pilot Program:**

J. Pratt presented the Board of Commissioners with a proposal to implement Summer Hours at SED. The Summer schedule would be in effect from June 3, 2024, through August 30, 2024, and would consist of both the Field and Office staff working longer shifts Monday through Thursday in order to work a shorter shift on Friday. J. Pratt reiterated that Field and Office staff would continue to work forty hours per week with this modified schedule, and that it would offer an extra hour of availability to the public Monday through Thursday.

The Board of Commissioners expressed support of the proposed Summer Hours program and encouraged its' implementation.

### **Other Business:**

The Board of Commissioners and staff adjusted the date of the June Board of Commissioners meeting from June 26, 2024 to June 18, 2024, due to availability issues.

### **General Manager Highlights:**

J. Pratt briefed the Board of Commissioners on the need for lineworkers throughout Vermont and informed the Board of Commissioners that SED is currently seeking a First Class Lineworker and a Tree Crew Foreperson. J. Pratt notified the Board of Commissioners that SED would soon consider adding a second lineworker apprentice in lieu of a First or Second Class lineworker in order to attract more candidates and fill the position in this competitive environment.

### **Executive Session:**

At 9:30 am, L. Lackey called for a motion to enter Executive Session to discuss a personnel matter. M. Gilkey moved the motion, S. Teachout seconded, and all were in favor.

J. Pratt was invited to stay and P. Waugh was invited to join Executive Session.

At 9:49 am, S. Teachout moved to exit Executive Session. M. Gilkey seconded the motion, and all were in favor.

At 9:51 am, S. Teachout moved to approve the Stowe Electric Department Travel Policy as presented by staff with two minor edits:

- A. change “SED/rental vehicle” in section 2C to read “SED-owned or rented vehicle”
- B. change section 3G to read 4G

The motion was seconded by M. Gilkey, and all were in favor.

There being no further business, the meeting was adjourned at 9:53 am.

Respectfully Submitted,

*Amber Ives*

Amber Ives

Clerk of the Board